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ABSTRACT

This module on medical terminology (using Latin words/abbreviations; special signs and symbols) is one of 17 modules designed for individualized instruction in health occupations education programs at both the secondary and postsecondary levels. This module consists of an introduction to the module topic, a list of resources needed, and three learning experiences. Each learning experience contains an overview, an objective (e.g., after completing the required reading, use some common Latin words), and two to three activities (e.g., study the lists "Latin Words/Abbreviations" and "Special Signs and Symbols"; practice writing the Latin words/abbreviations and signs and symbols and give their meanings). Information sheets (such as lists of Latin words/abbreviations and signs/symbols and their meanings) are generally provided for each activity. To provide feedback to students, a self-check with model answers is given for the first two learning experiences; a student performance assessment for use by the instructor follows the third learning experience and completes the module. (KC)

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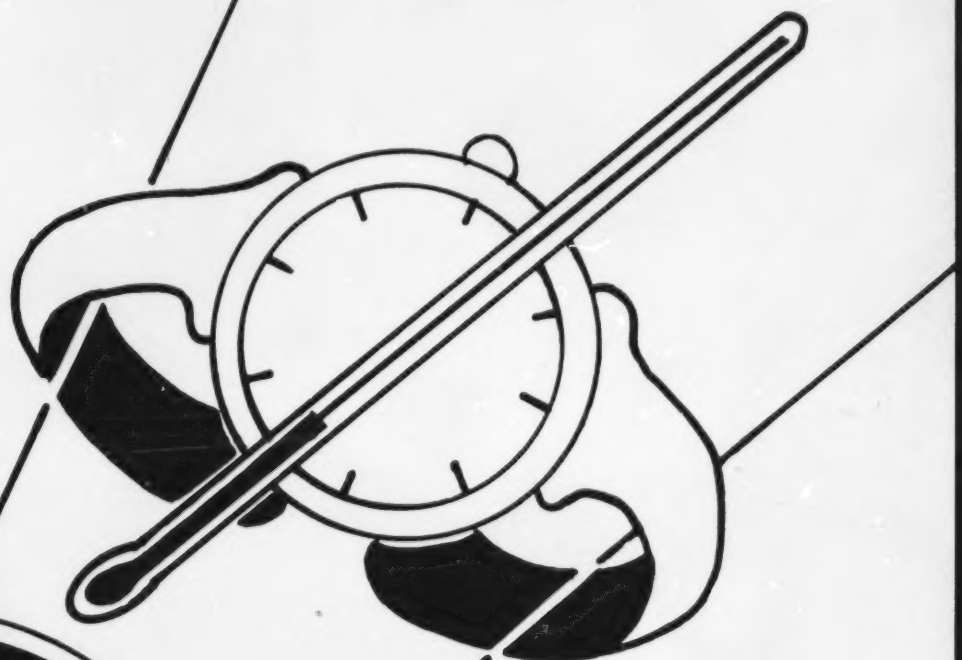
HEALTH OCCUPATIONS EDUCATION MODULE



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MEDICAL TERMINOLOGY:

LATIN WORDS / ABBREVIATIONS; SPECIAL SIGNS AND SYMBOLS

2

HEALTH OCCUPATIONS MODULE

designed for the purpose
of individualizing instruction
in the health related occupations
program.

Prepared by...

Temple University of the Commonwealth System of Higher Education

Philadelphia, Pennsylvania

DEPARTMENT OF VOCATIONAL EDUCATION

Prof. Dr. Amos C. Rivell, Chairman

In conjunction with...

The Pennsylvania Department of Education

BUREAU OF VOCATIONAL EDUCATION

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Program Staff:

Dolores Miller, R.N., Ed.M., Project Director
Gertrude Brown, M.T., Ed.M., Program Assistant
Claire Somp, R.N., B.S., Program Assistant
Lee R. Miller, B.A., Editor
Dorothy Roberts, B.S., Graduate Assistant

Consultants:

A. Louise Harding, R.N., M.A.
Dr. Carolyn Heil
Helen Swaincott, R.N., B.S.
Ruby Smith, R.N., Ed.M.
Rex E. Wright

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There are no prerequisites for this module.

CONTENTS

INTRODUCTION ..... p. 1

OBJECTIVES 2

RESOURCE 3

LEARNING EXPERIENCE I

- OVERVIEW 4
- ACTIVITY 1 5
- ACTIVITY 2 12
- FEEDBACK 14

LEARNING EXPERIENCE II

- OVERVIEW 16
- ACTIVITY 1 17
- ACTIVITY 2 18
- FEEDBACK 20

LEARNING EXPERIENCE III

- OVERVIEW 22
- ACTIVITY 1 23
- ACTIVITY 2 25
- ACTIVITY 3 26
- FEEDBACK: STUDENT PERFORMANCE ASSESSMENT FORM ... 28

INTRODUCTION

Nonmedical persons are often confused by the terms used by the medical profession to describe symptoms, illness and operations. A study of the medical vocabulary will show that it is made up largely of many variations and combinations of prefixes, suffixes and root words.

Knowledge of medical terminology is required of all persons in a Health Occupations Cluster. You need familiarity with the terminology even to find the term in a medical dictionary.

The following learning experiences will enable you to develop competence in the use of common medical terms.

This module puts its emphasis on Latin Words / Abbreviations and Signs and Symbols.

OBJECTIVES

Terminal Objective: In an actual school situation, use the proper Latin Word / Abbreviation and Signs and Symbols related to each meaning studied. Your performance will be assessed by your instructor, using the "Student Assessment Form."

Enabling Objectives:

1. Given information concerning the common Latin Words / Abbreviations and Signs and Symbols, identify the Latin Words / Abbreviations and Signs and Symbols with their proper meaning.
2. After completing the required reading, use some common Latin Words / Abbreviations and Signs and Symbols. Identify these terms with their proper meaning.

RESOURCE

Listed below are the outside resources which supplement those contained within the module. Check with your instructor to determine the availability and location of the resources.

1. Nurses' Personal Planner, 1976 (Upjohn) -- Homemaker's Health and Care Services.
2. Webster's Dictionary -- Collegiate Edition.
3. An actual school situation.
4. A Resource Person.

LEARNING EXPERIENCE I

OVERVIEW

ENABLING OBJECTIVE

Given information concerning the Latin Words / Abbreviations and Signs and Symbols, identify the Latin Words / Abbreviations and Signs and Symbols with the proper meanings.

ACTIVITY 1

Study the lists: "LATIN WORDS / ABBREVIATIONS" and "SPECIAL SIGNS AND SYMBOLS."

ACTIVITY 2

"Seek and Find" Puzzle for Latin Words / Abbreviations and Signs and Symbols.

FEEDBACK

"Self-Check" Matching Test; Model Answers.

(Activity 1)

The study of medical vocabulary will show that symbols and abbreviated forms of words are used to save time, but the meaning is understood.

To learn some of these symbols and abbreviations, the following list is provided.

LATIN WORDS / ABBREVIATIONS

Abbreviation	Meaning
A.A.	Achievement Age; Alcoholics Anonymous
Ab.	Abortion
a.c.	Before meals (ante cibum)
ACTH	Adrenocorticotropic hormone
A & D	Admission and Discharge
A.D.	Right ear (auris dextra)
ad	To, up to
ad lib	As much as desired
agit.	Shake or stir
A-G	Albumin-globulin ratio
Alb.	Albumin
aq.	Water (aqua)
aq. dist.	Distilled Water
A.R.I.	Acute Respiratory Infection
B.E.	Barium enema
b.i.d.	Twice a day (bis in die)
B.M.	Bowel movement
B.M.R.	Basal Metabolic Rate
B.P.	Blood Pressure
b.p.	Boiling Point
B.R.P.	Bathroom Privileges
B.S.	Breath Sounds; Blood Sugar
B.U.N.	Blood Urea Nitrogen

Abbreviation	Meaning
c	With
C	Centigrade
C.A.	Chronological Age
c.a.	Cancer
caps	Capsule
C.B.C.	Complete Blood Count
C.C.	Chief Complaint
C.B.R.	Complete Bed Rest
cc.	Cubic Centimeter
C.D.	Communicable Disease
cm.	Centimeter
c.p.m.	Counts per Minute
C.N.S.	Central Nervous System
C.S.F.	Cerebrospinal Fluid
C.V.D.	Cardiovascular Disease
C.O.P.D.	Cardiac Obstructive Pulmonary Disease
D.	Dose
D/C	Discontinue
D. & C.	Dilation and Curretage
D.D.S.	Doctor of Dental Surgery
diff.	Differential Blood Count
dil.	Dilute; dissolve
dim.	One-half
D.O.A.	Dead on Arrival
D.O.B.	Date of Birth
D/S	Dextrose in Normal Saline
D.V.M.	Doctor of Veterinary Medicine
D/W	Dextrose in Water
Dx.	Diagnosis
E.E.G.	Electroencephalogram
E.E.N.T.	Ears, Eyes, Nose and Throat
e.g.	For Example (exempli gratis)
E.K.G.	Electrocardiogram
el.; elix.	Elixir
E.R.	Emergency Room

Abbreviation	Meaning
E.S.P.	Extrasensory Perception
et.	And
et al.	And others
ex.	From
ext.; extr.	An extract
F.	Fahrenheit
F.B.S.	Fasting Blood Sugar
F.H.	Family History
fl.	Fluid
F.U.O.	Fever of Undetermined Origin
Fx	Fracture
G.B.	Gall Bladder
G.C.	Gonorrhea
G.I.	Gastrointestinal
Gm.; g.	Gram
GP	General Practitioner
gr.	Grain
G.T.T.	Glucose Tolerance Test
gt.; gtt.	Drop, drops
G.U.	Genitourinary
Gyn.	Gynecology
h.	Hour (hora)
Hct.	Hematocrit
Hg.; Hgb.	Hemoglobin
H_2O	Water
h.s.	At Bedtime
ht.	Height
Hx	History
I. & D.	Incision and Drainage
i.e.	That is
I.M.	Intramuscular
in.	Inch
in d.	Daily
I. & O.	Intake and Output

Abbreviation	Meaning
I.P.P.B.	Intermittent Positive Pressure Breathing
I.U.D.	Intrauterine Device
I.V.	Intravenous
kg.	Kilogram
L.	Liter
lb.	Pound
liq.	Liquid, solution
M.	Mix
m.	Meter
M.A.	Mental Age
M.C.V.	Mean Corpuscular Volume
M.D.	Doctor of Medicine
ml.	Milliliter
mp.	Melting Point
N.P.O.	Nothing by Mouth
N.Y.D.	Not yet diagnosed
O_2	Oxygen
O.	Eye
O.B.	Obstetrics
O.D.	Right eye
o.d.	Once daily
O.S.	Left eye
q.h.	Every hour
O.P.D.	Outpatient Department
O.R.	Operating Room
O.U.	Both eyes
p.c.	After meals
P.E.	Physical examination
P.H.	Past history
p.o.	by mouth
post op.	after surgery
pre op.	before surgery
p.r.n.	as needed
pt.	Patient; pint

Abbreviation	Meaning
pulv.	Powder
q.	Every
q.d.	Every day
q.h.	Every hour
q.i.d.	Four times a day
q.s.	Sufficient quantity
qt.	Quart
R.	Respiration
R.B.C.	Red Blood Count
R.N.	Registered Nurse
rpm	Revolutions per Minute
R.Q.	Respiratory Quotient
Rx	Take, Treatment (Prescription)
s	Without
S. or Sig.	Give the following directions
sol.	Solution
S.O.S.	if needed (once)
sp. gr.	Specific Gravity
Staph.	Staphylococcus
stat.	At once (imediately)
Sq.	Subcutaneous
syr.	Syrup
T.	Temperature
tab.	Tablet
T.B.	Tuberculosis
t.i.d.	Three times a day
T.L.C.	Tender Loving Care
T.P.R.	Temperature, Pulse, Respiration
tr.	Tincture
Tx	Therapy
U.	Unit
UA	Urinalysis
U.S.P.	United States Pharmacopeia

Abbreviation	Meaning
P.D.R.	Physician's Desk Reference
U.R.I.	Upper Respiratory Infection
V.D.	Venereal Disease
wbc	White Blood Count
wt.	Weight

SPECIAL SIGNS AND SYMBOLS

Symbol		Meaning
♂	.....	Male
♀	.....	Female
∞	.....	Infinity
>	.....	Greater than
<	.....	Less than
= or ≈	.....	Equal to, or equivalent
℥	.....	Ounce
ʒ	.....	Dram
♏	.....	Minum
o	.....	Pint
gal	.....	Gallon

(Activity 2)

SEEK AND FIND

Latin Words / Abbreviations and Signs and Symbols

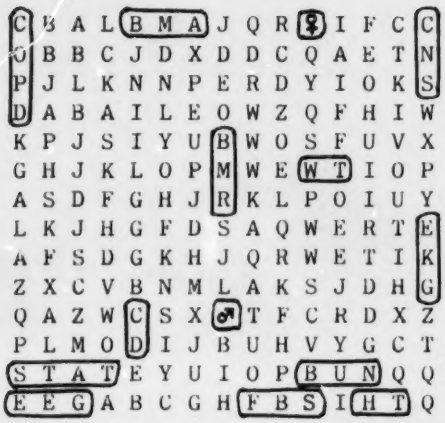
Latin Words / Abbreviations and Signs and Symbols appear forward, backward, up, down and diagonally in the block of letters. Find each one of the 14 hidden ones and box it in. Some medical terms may overlap others.

BM
BMR
BUN
CD
CNS
COPD
EEG
EKG
FBS
STAT

HT
WT

C B A L B M A J Q R ♀ I F C C
O B B C J D X D D C Q A E T N
P J L K N N P E R D Y I O K S
D A B A I L E O W Z Q F H I W
K P J S I Y U B W O S F U V X
G H J K L O P M W E W T I O P
A S D F G H J R K L P O I U Y
L K J H G F D S A Q W E R T E
A F S D G K H J Q R W E T I K
Z X C V B N M L A K S J D ♂ G
Q A Z W C S X ♂ T F C R D X Z
P L M O D I J B U H V Y G C T
S T A T E Y U I O P B U N Q Q
E E G A B C G H F B S I H T Q

FEEDBACK: MODEL ANSWERS


C B A L B M A J Q R ♀ I F C C
O B B C J D X D D C Q A E T N
P J L K N N P E R D Y I O K S
D A B A I L E O W Z Q F H I W
K P J S I Y U B W O S F U V X
G H J K L O P M W E W T I O P
A S D F G H J R K L P O I U Y
L K J H G F D S A Q W E R T E
A F S D G K H J Q R W E T I K
Z X C V B N M L A K S J D H G
Q A Z W C S X ♂ T F C R D X Z
P L M O D I J B U H V Y G C T
S T A T E Y U I O P B U N Q Q
E E G A B C G H F B S I H T Q

SELF-CHECK

Matching: Given a list of various Latin Words / Abbreviations and Signs and Symbols and their meanings, match the proper abbreviation or sign and symbol with the correct meaning.

Write the letter of the correct meaning before the number of the abbreviation or sign and symbol to be defined.

Abbreviation; Sign & Symbol	Meaning
_____ 1. B.M.R.	a. Complete Blood Count
_____ 2. qh	b. Fasting Blood Sugar
_____ 3. E.K.G.	c. Subcutaneous
_____ 4. >	d. Male
_____ 5. E.R.	e. Every hour
_____ 6. ♂	f. Female
_____ 7. Sq.	g. Basal Metabolic Rate
_____ 8. ♀	h. Less than
_____ 9. C.B.C.	i. Emergency Room
_____ 10. F.B.S.	j. Electrocardiogram

MODEL ANSWERS

g 1.

e 2.

k 3.

j 4.

i 5.

d 6.

c 7.

f 8.

a 9.

b 10.

20

LEARNING EXPERIENCE II

OVERVIEW

ENABLING OBJECTIVE

Use some common Latin Words / Abbreviations and Signs and Symbols. Identify these terms with their proper meaning.

ACTIVITY 1

Review the lists: "LATIN WORDS / ABBREVIATIONS" and "SPECIAL SIGNS AND SYMBOLS."

ACTIVITY 2

Practice writing Latin Words / Abbreviations and Signs and Symbols and their respective meanings.

FEEDBACK

Evaluate your competency by comparing your completed "Self-Check" with the "Model Answers."

(Activity 1)

Review the lists: "LATIN WORDS / ABBREVIATIONS" and "SPECIAL SIGNS AND SYMBOLS." (pages 5-6-7-8-9-10-11)

(Activity 2)

Practice writing the words and symbols which appear in the lists: "LATIN WORDS / ABBREVIATIONS" and "SPECIAL SIGNS AND SYMBOLS."

PRACTICE SHEET

PRACTICE SHEET

FEEDBACK: SELF-CHECK

Fill in the blanks with the correct word, symbol or definition.

ABBREVIATION OR SYMBOL	MEANING
1. C.N.S.	1. _____
2. ht.	2. _____
3. E.R.	3. _____
4. B.M.	4. _____
5. C.B.R.	5. _____
6. _____	6. Bathroom Privileges
7. _____	7. Greater than
8. _____	8. Less than
9. ♀	9. _____
10. B.P.	10. _____

25

FEEDBACK: MODEL ANSWERS

ABBREVIATION OR SYMBOL	MEANING
1. C.N.S.	1. Central Nervous System
2. ht.	2. Height
3. E.R.	3. Emergency Room
4. B.M.	4. Bowel Movement
5. C.B.R.	5. Complete Bed Rest
6. B.R.P.	6. Bathroom Privileges
7. >	7. Greater than
8. <	8. Less than
9. ♀	9. Female
10. B.P.	10. Blood Pressure

LEARNING EXPERIENCE III

OVERVIEW

TERMINAL OBJECTIVE

In an actual school situation, use the proper Latin Words / Abbreviations and Signs and Symbols related to each meaning studied.

ACTIVITY 1

Practice writing the Latin Words / Abbreviations and Signs and Symbols; give their meanings. Pronounce the Latin Words / Abbreviations.

ACTIVITY 2

Given the abbreviation, state the meaning. Given the meaning, state the abbreviation.

ACTIVITY 3

Study and review the Latin Words / Abbreviations and Signs and Symbols and their meanings until you have mastered them.

FEEDBACK

When you are ready to demonstrate your skill, have your instructor fill in the "Student Performance Assessment Form."

(Activity 1)

Practice writing the Latin Words / Abbreviations and Signs and Symbols; give their meanings. Pronounce the Latin Words / Abbreviations.

PRACTICE SHEET

PRACTICE SHEET

29

(Activity 2)

Given the abbreviation, state the meaning. Given the meaning, state the abbreviation.

You may wish to study the lists: "LATIN WORDS / ABBREVIATIONS" and "SPECIAL SIGNS AND SYMBOLS" by covering one column with a blank piece of paper and stating or writing the equivalent word, symbol or meaning in the other column. Then check and correct your answers by removing the piece of paper and reading the correct answer. (pages 5-6-7-8-9-10-11)

(Activity 3)

Study and review the Latin Words / Abbreviations and Signs and Symbols and their meanings until you have mastered them.
(pages 5-6-7-8-9-10-11)

FEEDBACK

When you are ready to demcnstrate your skill, raise your hand and have your instructor fill in the "Student Performance Assessment Form."

Based upon the criteria specified in this assessment instrument, your instructor will determine whether you are competent in the proper use of medical terms.

STUDENT PERFORMANCE ASSESSMENT FORM

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LATIN WORDS / ABBREVIATIONS ; SIGNS AND SYMBOLS

	SATISFACTORY	UNSATISFACTORY
1. Defined the meaning of the Latin Words / Abbreviations correctly at least 80% of the time.		
2. Defined the meaning of the Signs and Symbols correctly at least 80% of the time.		
3. Gave the correct abbreviation for the stated meaning at least 8 out of 10 times.		
4. Gave the correct sign or symbol for the stated meaning at least 8 out of 10 times.		

Instructor's Signature: _____

Instructor's Comments: